Energy Management Centre- Kerala

State Designated Agency to enforce Energy Conservation Act 2001

Department of Power, Government of Kerala

Thiruvananthapuram – 695017

Notice Inviting Expression of Interest (EOI)

For Empanelment of Energy Efficiency Service Providers (EESPs) for Energy Management Centre Kerala

EOI No. EMC/241/2025-ETB-6

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The Energy Management Centre (EMC), an autonomous institution under the Department of Power, Government of Kerala, serves as the State Designated Agency of the Bureau of Energy Efficiency (BEE), Government of India, to implement the Energy Conservation Act, 2001 in Kerala. To accelerate energy efficiency implementation in the building and infrastructure sectors, EMC invites Expression of Interest (EOI) from qualified and experienced Energy Efficiency Service Providers (EESPs) for empanelment. The objective of this EOI is to empanel qualified Energy Efficiency Service Providers (EESPs) with proven expertise, financial strength, and experience to deliver comprehensive energy efficiency solutions under Energy Services Performance Contracts (ESPCs) in the building sector. This initiative will enable a marketplace-like model where the Energy Management Centre (EMC) facilitates connections between energy consumers, including government and private building owners, and empanelled service providers. The ultimate aim is to accelerate energy conservation across hospitals, hotels, industries, technology parks, commercial complexes, and other facilities, leveraging the technical capabilities of ESPs to deliver guaranteed and verifiable energy savings.

The EOI will remain open and may be closed as decided by EMC. The EOI can be downloaded from www.keralaenergy.gov.in and may be addressed to **The Director, Energy Management Centre, Sreekrishna Nagar, and Sreekariyam P.O Thiruvananthapuram – 695017, Ph No: 0471-2594924** in a sealed single envelope super scribed as Expression of Interest (EOI) for Empanelment as Energy Efficiency Service Providers (EESPs).

Sd/-

Director

Expression of Interest (EOI) for Empanelment of Energy Efficiency Service Providers (EESPs) for Energy Management Centre Kerala

1. Introduction

The Energy Management Centre Kerala (EMC), operating under the Department of Power, Government of Kerala, is dedicated to promoting energy efficiency, conservation, and sustainable energy practices across the state. EMC undertakes various programs and initiatives to create awareness and implement energy-efficient solutions. To scale up implementation of energy efficiency projects in the buildings and infrastructure sectors, EMC seeks to empanel a broad range of eligible **Energy Efficiency Service Providers** – including Energy Service Companies (ESCOs), Original Equipment Manufacturers (OEMs), Facility Management Firms, Engineering Companies, and other organizations with expertise in energy efficiency. The empanelled service providers will be expected to conduct detailed energy audits, implement energy conservation measures, and enter into performance-based contracts with clients to achieve demonstrable energy savings.

2. Objective

The objective of this tender is to create a panel of qualified **Energy Efficiency Service Providers** with proven technical expertise, financial strength and experience to deliver comprehensive energy efficiency solutions under Energy Services Performance Contracts in building sector. The empanelment will enable a marketplace-like model where EMC will facilitate matchmaking between energy consumers in Kerala and buildings that come under the purview of Govt. of Kerala (such as building owners or facility managers) and the empanelled service providers. This approach will allow clients to directly engage the service providers for implementing energy-saving projects.

The ultimate goal is to accelerate energy conservation in hospitals, hotels, industries, technology parks, commercial buildings, and other facilities by leveraging the expertise of the empanelled firms, who will guarantee and deliver verifiable energy savings.

3. Scope of Work

The scope of work for shortlisted bidders under this empanelment will include, but not be limited to, the following activities:

i. **Investment Grade Energy Audits (IGEA):** Conduct detailed energy audits of buildings and facilities covering all major energy-consuming systems. Establish baseline energy performance and identify opportunities for energy conservation measures (ECMs). Submit audit reports with recommendations, financial analysis (e.g. cost-benefit, payback), and a Measurement & Verification (M&V) plan for proposed measures.

ii. **Proposal and Design of ECMs:** Develop comprehensive proposals for energy conservation measures based on the audit findings. This includes engineering design, selection of technologies, and integration with existing systems. Typical ECMs may include lighting upgrades (e.g. LED retrofits), HVAC optimization, building automation systems, thermal energy recovery, process improvements, efficient motors and drives, renewable energy integration (solar PV, solar thermal, etc.), and other innovations to reduce energy consumption.

iii. **Implementation of Projects:** Supply, install, test, and commission the approved ECMs at the client's facility. Ensure that installation work meets relevant safety and quality standards with minimal disruption to the client's operations. This may involve project management of civil, mechanical, and electrical works required for retrofits or new equipment installation.

iv. **Financing and Investment:** Bidders are expected to mobilize the investment required for the project, either through their own funds or via third-party financing, as per the agreed contract with the client. Under **shared-savings** or **guaranteed-savings** models, the bidder's compensation will be linked to the actual energy savings achieved, aligning incentives to performance.

v. **Performance Guarantee:** Commit to a minimum guaranteed level of energy savings for the project, as negotiated with the client. The guaranteed savings are typically expressed as a percentage reduction in energy consumption (or in absolute energy units) from the baseline. bidders will share the realized savings with the client according to the terms of the Energy Services Performance Contract, ensuring the client benefits from reduced energy bills from day one.

vi. **Measurement & Verification (M&V):** Conduct regular measurement and verification of energy savings in accordance with recognized protocols (such as International Performance Measurement and Verification Protocol (IPMVP) or equivalent). Baseline energy use and reporting formats will be mutually agreed with the client before project implementation. The bidder must periodically measure energy consumption post-implementation, calculate savings by comparing with the baseline (adjusted for relevant factors), and provide transparent savings reports to the client. All savings calculations should use prevailing energy tariffs and be subject to reconciliation (e.g. annual true-up for any shortfall or surplus in savings against guarantees).

vii. **Operations & Maintenance (O&M):** Operate and maintain the installed ECMs throughout the performance contract period to ensure sustained energy savings. This includes preventive and corrective maintenance of equipment, performance monitoring (ideally through IoT-based or remote monitoring systems where feasible), and timely replacement of any failed components. Training should be provided to the client's facility staff on the efficient operation of new systems. Throughout the contract, the bidder should optimize system settings and respond to any issues to continuously achieve or exceed the guaranteed savings.

viii. **Handover:** At the end of the contract term, transfer the installed equipment and systems to the client in good working condition, as per terms agreed in the contract. Ensure that all documentation (manuals, maintenance records, final performance reports) are handed over, enabling the client to continue operating the equipment efficiently.

Throughout the engagement, the shortlisted Energy Efficiency Service Providers must work closely with the client's team and with EMC (if required) to ensure project success. All works must comply with relevant electrical, mechanical, and safety regulations. The bidder is also responsible for obtaining any necessary permits or approvals for implementing the energy efficiency measures.

4. Eligibility Criteria

Participation is open to any company or organization with demonstrated capabilities in delivering energy efficiency services, not limited to BEE-accredited ESCOs. Key eligibility requirements are as follows:

i. **Constitution of Bidder:** The bidder can be a **company** registered under the Companies Act of India (1956 or 2013), a **partnership firm**, **LLP**, **sole proprietorship**, **society or trust**, or a **consortium/joint venture** of such entities. (Consortiums/JVs must identify one lead member who will be the single point of contact; see **Annexure 3** for consortium details format.)

ii. **Legal Registration:** The firm/lead partner must be registered in India and in operation for at least **3 years**. A certificate of incorporation or registration must be provided. In case of a consortium or joint venture, each partner's registration details should be provided (refer **Annexure 3**).

iii. **Experience in Energy Efficiency:** The bidder must have executed work in at least **10** major Commercial Buildings (with a contract demand of **100 kW** or more) during last **5 years**, and at-least **10 ongoing shared savings contracts** with total baseline energy consumption summing to more than **₹50 Crores (or in terms of kWh)**. These contracts should be on total building energy consumption basis on not only restricted to certain areas such as lighting, hot water or HVAC.

   The bidder should furnish work orders / contracts of Energy Efficiency projects of both the on-going and completed projects in the last 5 **years**. Alternately, for completed projects, a project completion report from the client is also accepted giving details of the project, period of implementation, savings achieved, investments made etc.

   Provide details of such projects per **Annexure 4**, including the client name, scope, year, and results achieved

iv. **Technology and Tools:** The Bidder must have access to advanced Internet of Things (IoT) platforms and analytics for virtual monitoring and control of critical equipment such as chillers, pumps, cooling towers and air handling units across multiple locations; dedicated analytics teams for generating alerts, alarms and automatic control logic.

v. **Human Resources and Technical Expertise:** The Bidder must have a team of at least 50 permanent full-time employees engaged in energy efficiency activities. The core team must include at least **one BEE Certified Energy Auditor or Manager** and other professionals experienced in project implementation and O&M.

   The team should collectively cover expertise in **energy auditing, engineering/design of ECMs, project execution, operations & maintenance, data analytics, building management systems** and **Performance Monitoring**. Brief CVs of key team members need be attached (including professional certifications like **CEA, CEM, CMVP**, etc., if available). In case of a consortium, the combined team across partners will be considered.

vi. **Financial Strength and Creditworthiness:** The Bidder must have positive net worth and an annual turnover of greater than ₹10 crore. It must possess a favourable credit rating from a recognised agency and should be able to demonstrate the ability to arrange third party financing for energy performance contracts.

vii. **Investment Capability:** The Bidder must demonstrate the capability to invest at least **₹3 crore** in equity and **₹5 crore** in debt into shared-savings projects over **12–18 months**. Evidence of successfully raising debt financing from recognised Indian banks or NBFCs for ESCO projects must be provided.

viii. **Savings Guarantee:** The Bidder must have ability and willingness to guarantee at least **15 percent energy savings** at the **whole-building level** with payback periods of less than **2.5 years**. The Bidder shall demonstrate prior experience of achieving such savings in at least five buildings across India.

ix. **Management Systems applicability:** The Bidder shall possess valid **ISO 9001** (Quality Management) and **ISO 14001** (Environmental Management) certifications, or equivalent. In addition, the Bidder shall employ at least one full-time Lead Auditor who is a certified **ISO 50001** (Energy Management Systems) professional. It is further preferred that the Lead Auditor is also a certified **ISO 45001** (Occupational Health & Safety Management) professional. The Bidder shall provide, within the proposal, details of the Lead Auditor including certification credentials and documentary proof of full-time employment.

x. **Measurement and Verification Capability:** The Bidder must have experience and of using internationally recognised M&V protocols (e.g., IPMVP), certified IPMVP professionals equipped with calibrated instruments, advanced analytics and standardised reporting formats. ESCO with professionals having advance MVP will be preferred.

xi. **Health, Safety and Environment (HSE) Compliance**: The Bidder must have a documented HSE policy and evidence of zero lost time incidents in the last three years. Compliance is required with applicable environmental and labour regulations and implement pollution prevention and waste-reduction practices.

xii. **Data Security and Governance**: The Bidder must have established secure processes for collection, storage and transmission of client data and which comply with applicable data protection laws in India.

Bidder must provide evidence of corporate governance structures, ethical standards and risk management frameworks, including senior management commitment to energy efficiency.

xiii. **Service and Maintenance Support**: The Bidder must have capability to provide comprehensive operation and maintenance services, remote monitoring and emergency response throughout the contract period to the client.

xiv. **Reputation and Past Performance:** The bidder must not have been blacklisted or debarred by any government agency/PSU (a self-declaration to this effect must be submitted as per Annexure 2). The firm’s track record in past projects will be considered – positive references or testimonials from previous clients, awards or recognition in the field of energy efficiency (if any), and successful case studies will strengthen the application. While formal awards (e.g. National Energy Conservation Awards) are not a requirement, any such accolades may be mentioned.

Note: *BEE Accreditation:* Having a Bureau of Energy Efficiency (BEE) ESCO accreditation (of any grade) is **not mandatory** for this empanelment. However, if the firm is BEE-accredited or has certified energy auditors, those credentials should be highlighted as they indicate competence. Non-accredited firms can equally qualify provided they meet the above experience and capability criteria.

SECTION I: DATA SHEET

1.1	**Technical Proposal to be submitted in sealed envelope** **Name of the assignment: "Empanelment of experienced and reputed Energy Efficiency Service Providers (EESPs) for undertaking the implementation of energy efficiency measures based on Energy Services Performance Contract in building sector in Kerala."**
1.2	The Expression of Interest (EOI) will remain open until further notice, as decided by the Energy Management Centre.
1.3	**Venue for Bid Submission: Energy Management Centre Kerala, Thiruvananthapuram**
1.4	Bidders must submit only one hard copy which will be deemed as the original proposal and one soft copy on a Pen drive for technical bid only. In case of any discrepancies between the original and the copy, the contents of the original bid shall govern.
1.5	The Proposal submission address is **Director, Energy Management Centre-Kerala, Sreekrishna Nagar, Sreekariyam, Thiruvananthapuram, Kerala 695017**

5. Empanelment Process

i. **Proposal Submission:** Interested bidders should submit their Expression of Interest (EoI) proposal with all required details and supporting documents. The proposal should be in the specified format and include all information outlined in the Data Sheet and Annexures. There is no fee for participating in this EoI.

ii. **Evaluation of EOIs:** EMC will evaluate the received proposals against the eligibility criteria and the overall merit of the submissions. The evaluation will consider the bidder's technical competence, relevant experience, financial capacity, and the strength of their team and project approach. Only those bidders that **meet the mandatory criteria and demonstrate the ability to deliver performance-based energy savings** will be shortlisted. EMC may seek clarifications or invite certain bidders for discussions/presentations if needed to assess their capabilities. The evaluation process will be transparent and based on the information provided in the EoI responses. **Empanelment of Energy Efficiency Service Providers:** Bidders who qualify through the evaluation will be empanelled as approved Energy Efficiency Service Providers with EMC. An **Empanelment Order** or **Confirmation Letter** will be issued to each selected firm, and the empanelment will be valid for a period of **three (3) years** from the date of issuance (extendable at EMC's discretion based on performance and need). Being empanelled means the firm is recognized by EMC as a qualified service provider for energy efficiency projects in Kerala.

6. Scope of Empanelment

Empanelment under this EoI process **does not guarantee award of any work or projects** by EMC. Instead, EMC will act as a facilitator to connect empanelled Energy Efficiency Service Providers with prospective clients:

- EMC will maintain and publish a directory or list of empanelled Energy Efficiency Service Providers, including their areas of expertise and contact information. This list will be made available to government departments, public sector units, private building owners, and other designated energy consumers who seek assistance in improving energy efficiency.
- When an opportunity or requirement for an energy efficiency project arises (for example, a government building looking to retrofit or an industry seeking to reduce energy costs), EMC may **inform the client about the empanelled providers** or even circulate the opportunity among the panel. In some cases, EMC might organize a matchmaking meeting or request for proposal among empanelled firms on behalf of the client.
- **Clients will directly engage with the empanelled firms** for project execution. The client (building owner/facility manager) can invite one or more empanelled service providers to survey the facility and propose solutions. The client may choose to take competitive bids from multiple empanelled firms, or select a provider based on direct negotiations – this selection process is at the discretion of the client, ensuring flexibility similar to a marketplace. Empanelled firms are free to market their services to prospective clients using the credential of being EMC-empanelled.

7. Post-Empanelment Engagement

EMC will facilitate connections between empanelled providers and potential clients. This may include sharing client leads, conducting matchmaking events, or circulating Requests for Proposals (RFPs). Clients are free to engage with any empanelled provider based on fit, proposals received, and mutual negotiation. EMC is not a contracting party but may support with model documents and guidance. Providers are expected to proactively pursue opportunities using their empanelment status.

8. Role of EMC

EMC's role is primarily to pre-qualify the service providers (through this empanelment) and to facilitate connections. EMC will not be a direct contracting party in the energy performance contracts between the client and the service provider. However, EMC may provide guidance, standard templates (for audit reports, contracts, M&V plans, etc.), or advisory support to both clients and providers to ensure projects are structured for success. EMC may also monitor overall outcomes (e.g. aggregate energy savings achieved by the program) and gather feedback for continuous improvement of the initiative.

9. Project Contracts

For each specific project that materializes, the empanelled service provider and the client shall enter into an **Energy Services Performance Contract** (or similar agreement). This contract will define detailed terms and conditions specific to that project – including the scope of work, baseline and savings guarantee, payment terms (sharing of savings or guaranteed payments), project timeline, equipment ownership, risk allocation, etc.

Clients may require Empanelled Providers to furnish a **Performance Security (e.g. Bank Guarantee)** equivalent to a XX percentage of the project value or guaranteed savings. The terms of such security shall be mutually agreed in the project-specific Energy Services Performance Contract.

Since these contracts are directly between the client and provider, they will also cover any project-specific requirements such as performance security, insurance, dispute resolution, termination clauses, and so on, as per standard industry practice. (EMC can provide model contract templates if required, but the final terms are to be mutually agreed by the two parties.)

It is expected that **all such contracts will adhere to the performance-based principles**, and the empanelled provider will be accountable to deliver the promised savings, with remedies in place (such as shortfall compensation) if targets are not met.

10. Responsibilities of Empanelled Service Providers

Once empanelled, the Empanelled Service Providers are expected to uphold the highest standards of professionalism and integrity. Key responsibilities include:

- Responding to client inquiries or requests for proposals in a timely and diligent manner.
- Conducting site visits and preparing detailed project proposals (including analysis and baseline) whenever invited by a client (some preliminary investment of effort is expected in the sales/proposal stage).
- Executing awarded projects faithfully as per agreed terms, and ensuring safety, quality and regulatory compliance during implementation.
- Guaranteeing the energy savings as committed and performing regular M&V and reporting to clients.
- Maintaining transparent communication with both the client and EMC regarding project status, completion, and achieved savings (EMC may request periodic updates from empanelled providers for program tracking purposes).
- Maintain adequate insurance coverage, including but not limited to general liability, professional indemnity, and workers' compensation insurance, for the duration of project implementation. EMC or the client may request evidence of such insurance before project commencement.
- Not engaging in any corrupt, fraudulent, or coercive practices. Any such incidents could lead to removal from the empanelled list.

11. Performance Monitoring

EMC reserves the right to review the performance of empanelled service providers over time. Providers who consistently fail to deliver on their savings guarantees or receive poor feedback from clients may be removed from the panel. Conversely, high-performing providers may be highlighted as exemplary. This dynamic approach aims to ensure quality of services in the marketplace.

12. Tenure and Renewal

The empanelment is valid for **3 years** as noted. EMC may call for fresh empanelment or renew the existing panel at its discretion. Empanelled firms may be asked to update their credentials or performance records annually. If a firm's circumstances change significantly (e.g., major legal issues, acquisition, etc.), they must inform EMC. EMC also reserves the right to **terminate or cancel the empanelment** of any firm or the entire panel at any time if it deems necessary (such as due to policy changes or other administrative reasons), although such actions will typically be taken with due notice.

13. Submission of EoI Proposal

Firms interested in empanelment should submit a Technical Proposal (there is no financial bid at this stage since no specific project is being awarded). The proposal should be prepared in a clear and concise manner, providing all the information requested. Bidders must submit the following documents as part of their EoI proposal:

i. **Cover Letter:** A formal covering letter on the bidder's letterhead expressing interest in empanelment, signed by an authorized signatory. This letter should briefly introduce the firm, indicate the desire to be empanelled with EMC for providing energy efficiency services, and accept the terms and conditions of the EoI. (A suggested format is provided in **Annexure 1**.)

   The proposal must be signed by a duly authorized signatory. Attach a Power of Attorney or Board Resolution authorizing the signatory to represent and commit the bidder (or consortium) to the EoI submission.

ii. **Bidder Profile and Eligibility Information:** Complete the **Application Form** (**Annexure 1**) which seeks detailed information about the firm. This includes general details (name, address, registration), legal status, consortium details if applicable, areas of expertise, summary of experience, key personnel, etc. The form also has sections to indicate compliance with each of the eligibility criteria. Ensure all fields are filled and supporting documents are attached.

iii. **Experience Credentials:** Provide documentation to **demonstrate compliance with the experience criteria**. This will include a list of relevant projects completed (or ongoing) with brief descriptions and outcomes. Use **Annexure 4** to list major energy efficiency projects executed by the firm. For each cited project, attach proof such as work order/completion certificate or a letter of reference from the client, if available. Emphasize those projects which involved performance guarantees or achieved significant savings.

iv. **Financial Statements:** Include audited financial statements (Profit & Loss and Balance Sheet) for the last three financial years. A summary of financial performance (turnover, net worth, etc.) can be provided as per **Annexure 2,** certified by a Chartered Accountant. This is to evidence the financial health and capacity of the firm.

v. **Certificates and Accreditations:** Attach photocopies of any relevant certifications: e.g., BEE accreditation certificate (if the firm is an accredited ESCO), ISO certificates, professional licenses, etc. While not mandatory, these will support your credentials.

vi. **Organization Credentials:** Attach a copy of the Certificate of Incorporation/Registration of the firm (and for each consortium partner, if applicable). Also attach a copy of PAN card and GST registration (if applicable) of the firm. If the firm is a startup or MSME with registration, that can be mentioned.

vii. **Declaration of Authenticity and Compliance:** A signed declaration on letterhead stating that *"all information provided in the proposal is true and correct to the best of our knowledge, and that we have not been blacklisted by any government or PSU"* must be submitted. This also should affirm that the firm will abide by the terms of empanelment and maintain confidentiality of any client data, etc. (Refer to Annexure 5 for the prescribed format of this self-declaration).

viii. **Consortium Documents (if applicable):** If the proposal is being submitted as a consortium or joint venture, include a **Memorandum of Understanding (MoU)** or agreement between the partners outlining the consortium arrangement. Also fill in the details of each partner as per **Annexure 3**. The lead partner should be clearly identified, and a power of attorney authorizing the lead partner to act on behalf of the consortium may be included.

All pages of the proposal and attachments should be numbered and duly initialled by the authorized signatory. The proposal (hard copy in sealed envelope, and a soft copy in PDF form in a pen drive) must be delivered to the address mentioned in the Data Sheet.

14. Other Terms and Conditions

i. **No Obligation to Award:** Empanelment by EMC is not an order or contract for work. It is a pre-qualification enabling the empanelled firms to participate in opportunities facilitated by EMC. EMC does not guarantee any minimum business or award of projects to the empanelled firms.

ii. **Cost of Proposal:** All costs associated with preparing and submitting the EOI (including any travel to attend meetings or presentations, if required) shall be borne by the bidder. EMC will not be responsible for any such costs, regardless of the outcome of the empanelment process.

iii. **Right to Accept or Reject:** EMC reserves the right to accept or reject any EOI proposal, and to annul the empanelment process and reject all proposals, at any time without assigning any reason or incurring any liability to the affected bidder(s).

iv. **Force Majeure:** Neither EMC nor the Empanelled Provider shall be held liable for non-performance due to Force Majeure events such as natural disasters, war, pandemics, or government restrictions. A written notice must be provided within 7 days of such occurrence. Obligations shall be resumed once normalcy returns.

v. **Amendments:** EMC may, for any reason (whether on its own initiative or in response to clarification requests from a bidder), modify the EOI document by issuing an addendum. Any such addendum will be posted on the official website of EMC. Bidders are advised to check for updates.

vi. **Evaluation and Selection:** The screening of EOIs will be carried out by EMC or its designated committee strictly based on the eligibility criteria and the information provided. Lack of requisite supporting documents may lead to disqualification. EMC may verify the authenticity of information provided by bidders – by cross-checking references, asking for additional information, or site visits if necessary. Bidders found to have submitted false information will be rejected and possibly blacklisted.

vii. **Notification:** All bidders who meet the criteria and are selected for empanelment will be notified via official communication (email/letter). The list of empanelled service providers will also be published on the EMC website. Bidders not selected will be informed that they did not qualify (no detailed justification of non-selection is typically provided, but they may request a debrief meeting if desired).

viii. **Validity of Proposal:** The EoI proposal submitted by the bidder shall remain valid for **90 days** from the date of submission. EMC may request an extension of this validity period if needed for completing the evaluation process.

ix. **Data Protection:** The empanelled bidders shall protect all data and information shared by EMC or obtained from clients during audits or project implementation. This includes but is not limited to facility-level consumption data, infrastructure layouts, cost structures, or personal information. All data must be stored securely and used solely for project-related purposes. Compliance with applicable Indian data protection laws is mandatory.

x. **Confidentiality:** Information supplied by the bidder as part of this EOI shall be treated as confidential by EMC, unless required to be disclosed by law. Similarly, bidders must treat all information provided by EMC (through this document or subsequent clarifications) as confidential and for the purpose of this process only.

xi. **Indemnity:** The bidders shall indemnify and keep indemnified EMC against all claims, losses, costs, damages, expense, action suits and other proceedings resulting from any infringement of any law pertaining to intellectual property, patents, trademarks, etc. arising out of any act or omission by the firm during the empanelment or execution of projects.

The Empanelled Service Providers shall indemnify and hold harmless EMC and its officers from any loss, claim, liability, or expense (including legal fees) arising out of the provider's performance or non-performance of obligations, including negligence, misconduct, breach of law, or breach of contract.

xii. **Jurisdiction:** Any disputes arising out of the empanelment process are subject to the jurisdiction of courts in Thiruvananthapuram, Kerala. The empanelment shall be governed by the laws of India.

xiii. **Dispute Resolution:** Any disputes arising under or in connection with this empanelment shall first be attempted to be resolved amicably. If not resolved within 30 days, such disputes shall be referred to arbitration under the Arbitration and Conciliation Act, 1996. The venue for arbitration shall be Thiruvananthapuram, and the language shall be English. The decision of the arbitral tribunal shall be final and binding.

By submitting an EOI, the bidder firm/consortium signifies its acceptance of all the terms and conditions outlined in this document. Empanelled firms will also be required to maintain these standards throughout the duration of the empanelment.

Expression of Interest (EOI) Annexures and Requirements

Annexure 1: Expression of Interest (To be submitted on the letterhead of the Bidder)

Date:
From:

To:
The Director,
Energy Management Centre Kerala,
Sreekrishna Nagar, Sreekariyam
Thiruvananthapuram, Kerala 695017

Ref: Expression of Interest for Empanelment as Energy Efficiency Service Provider

We, the undersigned, are interested in getting empanelled with EMC as an Energy Service Provider to implement energy efficiency projects in the state of Kerala. We have read and understood the EOI document **"Empanelment of Energy Efficiency Service Providers"** in its entirety and hereby submit our proposal. We affirm that our proposal is in line with the requirements of the EOI and we agree to all the terms and conditions of empanelment.

We are submitting the required information and documents for your consideration, as listed below and in the attached forms and annexures. We understand that EMC reserves the right to verify the information provided and to reject our application if any information is found false or misleading.

We hereby declare that our organization (and consortium partners, if any) is not blacklisted by any Government or Public Sector agency, and that we are not involved in any major litigation or dispute that might compromise our ability to perform energy efficiency services. A self-declaration to this effect is enclosed (Annexure 5).

We further declare that all information provided in our proposal (including the enclosed forms and documents) is true and correct to the best of our knowledge. We understand that any misrepresentation or omission of facts may lead to our disqualification from the empanelment.

We confirm that the undersigned is duly authorized as per the attached Power of Attorney/Board Resolution.

Signature (Authorized Signatory)
Name & Designation of Authorized Signatory
Company Name and Seal
Date: _________
Place: _________

(Company Seal)

Bidder Information Form:

1. **Name of the Organization:** [Full legal name of the company/firm applying. In case of a consortium (Multiple Entities or Joint Venture), name of the Lead Partner.]
2. **Legal Status:** [Public Ltd / Private Ltd / LLP / Partnership / Proprietorship / Society / Trust / Others – specify. For consortium, mention "Consortium" and provide details of partners in Annexure 3.]
3. **Year of Establishment:** [Year the entity was founded/registered.]
4. **Registration Details:**
    - Registration Number / CIN: [Company Identification Number or Registration No. of the firm.]
    - Place of Registration: [City, State]
    - Act/Authority: [Under which Act registered, e.g. Companies Act, Society Registration Act, etc.]
      (Attach Certificate of Incorporation or equivalent registration document.)
5. **Registered Office Address:** [Complete address of the head office of the company.]
    - Website: [if available]
    - Contact Number:
    - Email:
6. **Local Office in Kerala (if any):** [Provide address and contact details of branch/office in Kerala, if the company has one. If not, state "N/A".]
7. **Primary Contact Person:** [Name, designation, phone number, and email of the person authorized to communicate regarding this EOI.]
8. **Type of Bidder:** [Mark as applicable]
    - Single organization [ ]
    - Consortium/JV [ ] (If consortium, provide key details of each partner in Annexure 3 and attach consortium agreement/MoU.)
9. **Names of Consortium Partner(s) (if applicable):** [List all partners besides lead. Provide full legal name of each partner. Details should be provided in Annexure 3.]
10. **Areas of Expertise / Services Offered:** [Briefly describe the energy efficiency related services/products your organization offers. e.g., Energy auditing, HVAC optimization, LED lighting retrofits, solar PV installation, building management systems, industrial process efficiency, O&M services, etc.]

11. **Number of Employees:** [Total number of employees in your organization. With a functional breakdown (e.g., Energy Audit/ Engineering, Project Execution, Maintenance, etc. For consortium, give combined or for each partner in Annexure 3.]
12. **Key Technical Personnel:** [List key professionals in your team who would be involved in energy efficiency projects, along with their designations and qualifications. E.g., Energy Auditors, Project Managers, Engineers, etc. Detailed CVs can be attached separately.]
13. **Professional Certifications:** [Indicate if your firm or team holds any relevant certifications: BEE Accredited ESCO (Yes/No – if yes, mention Grade and year of accreditation), BEE Certified Energy Auditors/Managers (number of such certified staff), ISO 9001/14001/50001 certifications, any awards in energy conservation, etc.]
14. **Past Project Experience:** [Provide a summary of your experience in energy efficiency projects. You may mention number of projects completed, sectors covered (buildings, industries, etc.), and total energy savings achieved cumulatively. Detailed information for specific projects should be given in Annexure 4.]
15. **Notable Clients:** [List a few major clients you have worked with on energy efficiency or related projects, if any (e.g., names of companies or institutions).]
16. **Financial Performance:** [Summarize your turnover for the last 3 years and net worth. You may fill the table in Annexure 2 and reference it here. Mention if you are profit-making and generally describe financial capacity to invest in projects.]
17. **Any Other Relevant Information:** [Any additional details that highlight your capabilities, such as partnerships with equipment manufacturers, membership in industry associations, etc.]

(The bidder may expand the rows in this form or attach additional sheets if the space provided is insufficient for any item. All supporting documents should be appropriately labelled and referenced.)

Annexure 2: Financial Information of the Bidder

Provide the following financial details for the last three financial years (audited figures). In case of a consortium, the lead partner's financials should be provided, and optionally each partner's financials can be given separately.

Financial Year	**Annual Turnover (₹ lakh)**	**Net Profit (₹ lakh)**	**Net Worth (₹ lakh)**
2022-2023	[Turnover FY 22-23]	[Profit/Loss 22-23]	[Net Worth as of Mar 31, 2023]
2023-2024	[Turnover FY 23-24]	[Profit/Loss 23-24]	[Net Worth as of Mar 31, 2024]
2024-2025	[Turnover FY 24-25] *(if available)*	[Profit/Loss 24-25] *(if available)*	[Net Worth as of Mar 31, 2025]

1. **Revenue from Energy Efficiency Projects (optional):** If available, indicate what portion of the annual turnover is attributable to energy efficiency or ESCO projects specifically (this is optional but provides context on your focus area).

2. **Investment Capacity:** Please provide **Sanction Letters/ In-Principal Approval Letters** from Scheduled Commercial Bank/ NBFCs; or **Proof of Past Financing Transactions** or **Credit Rating Reports** from approved Credit Rating Agencies (E.g., CRISIL, ICRA, CARE, etc.); or **Proof of any lines of credit, investor funding, or internal resources available** that can be utilized for financing energy efficiency projects.

   For example, "Working capital of ₹__ lakh available for project investment," or "Line of credit of ₹__ lakh sanctioned by __ bank for performance contracting projects."

Notes:

- Attach copies of audited financial statements (Balance Sheet and Profit & Loss) for the above years, or a certificate from a Chartered Accountant certifying the figures.
- If the firm's accounts are denominated in a currency other than INR, convert figures to INR and specify the exchange rate used and date.
- If the firm is newly established (less than 3 years old) and does not have three years of financials, provide for the available years and indicate the date of establishment.

This Annexure is to be signed by a qualified Chartered Accountant or the authorized signatory of the bidder. In case of a CA certification, include the CA's name, registration number, and contact details.

Annexure 3: Details of Consortium / Joint Venture Partners

*(To be filled **only if** the bidder is a consortium or joint venture. Provide the following details for **each** partner other than the lead partner. The lead partner's details should be provided in Annexure 1 above.)*

For each consortium/JV partner, please provide:

- **Partner Name:** [Full legal name of the organization.]
- **Legal Status and Registration:** [Company/Society/Partnership etc., registration number, year, and place of incorporation.]
- **Registered Address:** [Head office address and contact info of the partner.]
- **Role in Consortium:** [Describe the role and responsibilities of this partner in the context of energy efficiency projects. E.g., "Will provide HVAC equipment and technical expertise" or "Will handle project financing and contract management" etc.]
- **Relevant Experience:** [Briefly highlight the partner's own experience in energy efficiency or related projects (if not already covered in the main experience list).]
- **Key Contact Person for Partner:** [Name, designation, phone, email.]

Repeat the above sub-section for each partner in the consortium. Each consortium member must sign the EOI proposal or provide a letter of support authorizing the lead partner to submit on their behalf

Additionally, enclose a Consortium Agreement/MoU that outlines the consortium composition, identifies the lead member, and clearly mentions that all partners are jointly and severally responsible for the obligations under the EOI/empanelment. The agreement should be signed by all partners. In case the consortium is awarded a project by a client, a more detailed joint venture agreement may be required at that stage, but for empanelment an MoU is sufficient.

Annexure 4: Format for Project Experience Credentials

4.A. Provide the details of projects completed by the bidder that demonstrate relevant experience, in the format provided below (If consortium partners have separate notable projects, those can be included as well):

Project Title:	[Name of the project or a brief descriptive title]
Client/Location:	[Name of the client organization, and location (city/state) of the project]
Year of Completion:	[Year when the implementation was completed.]
Building Type:	[e.g., Hospital, Hotel, Office Building, Factory (textiles), etc.]
Baseline Energy Use:	[Describe the baseline energy consumption that was assessed – e.g., “Baseline electricity use was 1,000,000 kWh/year” or “baseline specific energy consumption was __”.]
Measures Implemented:	[List the main energy conservation measures implemented in the project. E.g., Replaced 500 conventional light fittings with LED, installed 2 high-efficiency chillers of 100 TR, implemented waste-heat recovery system on boilers, etc.]
Total Investment:	[Approx. ₹ __ lakh invested for the project. Indicate who financed – self-financed by provider or any third-party financing.]
Contract Model:	[Shared Savings / Guaranteed Savings / Fixed fee]
Guaranteed Savings:	[If applicable, the guaranteed energy savings promised to client, e.g., “15% reduction in electricity bills” or “100,000 kWh per year”.]
Achieved Savings:	[Actual measured savings achieved after implementation, e.g., “Achieved 18% reduction in first year, translating to 120,000 kWh/year saving, verified by M&V”.]
Duration of Performance Period:	[e.g., 5-year contract, One-time retrofit with 1 year M&V, etc.]
Client Reference (if any):	[Name and contact of client representative who can confirm the results, if permissible to share.]
Brief Description:	[A short narrative (3-4 sentences) about the project, its objectives, and any unique challenges or outcomes. For example: “Complete energy retrofit of a 100-bed hospital covering lighting, air conditioning, and hot water systems. We provided a turnkey solution from audit to implementation. The project has been successful, with savings exceeding guarantee; the client received a state award for energy conservation based on this project.”]

Repeat the above format for each completed project. You may number the projects as 4.A.1, 4.A.2, 4.A.3, etc., or attach separate sheets for each. Ensure that any claims of savings or performance are supported by evidence such as a client letter or an M&V report summary.

4.B. Provide the details of on-going projects by the bidder that demonstrate relevant experience, in the format provided below (If consortium partners have separate notable projects, those can be included as well):

Project Title:	[Name of the project or a brief descriptive title]
Client/Location:	[Name of the client organization, and location (city/state) of the project]
Current Status:	[Provide current status of project with completion period of contract]
Building Type:	[e.g., Hospital, Hotel, Office Building, Factory (textiles), etc.]
Baseline Energy Use:	[Describe the baseline energy consumption that was assessed – e.g., “Baseline electricity use was 1,000,000 kWh/year” or “baseline specific energy consumption was __”.]
Measures Implemented:	[List the main energy conservation measures implemented in the project. E.g., Replaced 500 conventional light fittings with LED, installed 2 high-efficiency chillers of 100 TR, implemented waste-heat recovery system on boilers, etc.]
Total Investment:	[Approx. ₹ __ lakh invested for the project. Indicate who financed – self-financed by provider or any third-party financing.]
Contract Model:	[Shared Savings / Guaranteed Savings / Fixed fee]
Guaranteed Savings:	[If applicable, the guaranteed energy savings promised to client, e.g., “15% reduction in electricity bills” or “100,000 kWh per year”.]
Achieved Savings:	[Actual measured savings achieved after implementation, e.g., “Achieved 18% reduction in first year, translating to 120,000 kWh/year saving, verified by M&V”.]
Duration of Performance Period:	[e.g., 5-year contract, One-time retrofit with 1 year M&V, etc.]
Client Reference (if any):	[Name and contact of client representative who can confirm the results, if permissible to share.]
Brief Description:	[A short narrative (3-4 sentences) about the project, its objectives, and any unique challenges or outcomes. For example: “Complete energy retrofit of a 100-bed hospital covering lighting, air conditioning, and hot water systems. We provided a turnkey solution from audit to implementation. The project has been successful, with savings exceeding guarantee; the client received a state award for energy conservation based on this project.”]

Repeat the above format for each on-going project. You may number the projects as 4.B.1, 4.B.2, 4.B.3, etc., or attach separate sheets for each. Ensure that any claims of savings or performance are supported by evidence such as a client letter or an M&V report summary.

Annexure 5: Self-Declaration of Non-Blacklisting and Authenticity

(To be printed on the company's letterhead and signed by the authorized signatory. Each consortium partner should submit this declaration separately on their letterhead.)

Subject: Self-Declaration for **Non-Blacklisting, No Conflict of Interest, and Authenticity of Information**

I/We hereby confirm that **[Name of the Bidding Company/Organization]** (and any of our consortium partners, in case of consortium) am/are not debarred or blacklisted as of the date of submission of this proposal by any **Government Department/Agency, PSU, or Multilateral Organization**. We further confirm that we have not been involved in any criminal proceedings and have not been convicted for any fraudulent or corrupt activity.

I/We also declare that there is no conflict of interest in participating in this empanelment process. We do not have any business or personal relationship with officials of EMC or any other circumstances which could potentially compromise the impartiality of the empanelment process.

The information, documents, and credentials submitted as part of our Expression of Interest proposal are true, accurate, and complete to the best of my/our knowledge and belief. We understand that if any information furnished is found to be incorrect or misleading, our application is liable to be rejected, and if empanelled, we can be removed from the panel at any time.

I/We also agree that we shall abide by all the terms and conditions laid out in the EOI document **Empanelment of Energy Efficiency Service Providers – EMC Kerala** and will uphold the spirit of the performance-based, market-driven model that it envisages. If selected for empanelment, we commit to maintain transparency, integrity, and quality in our engagements with clients and to work collaboratively to achieve the energy-saving goals.

Signature (Authorized Signatory)
Name & Designation of Authorized Signatory
Company Name and Seal of the Bidder
Date: _________
Place: _________

Annexure 6: Checklist of Documents

Sl. No	Document	Submitted (Yes/No)
1	Covering Letter (Annexure 1)	
2	Bidder Information Form	
3	Financial Info (Annexure 2) + Statements	
4	Experience (Annexure 4) + Proofs	
5	Self-Declaration (Annexure 5)	
6	Consortium MoU (Annexure 3, if applicable)	
7	Power of Attorney / Authorization	
8	ISO / Other Certifications	
9	PAN, GST Registration	
10	CVs of Key Personnel	